

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Assistant Chief Administrative Officer

Revision Date: 8/05

EEO Function: Exempt

Status: Exempt (Admin)

Control No: 20108

II. Summary Statement of Overall Purpose/Goal of Position:

Works under the general direction of the Chief Administrative Officer (CAO) doing a variety of professional and administrative functions. Represents the City in various situations and maintains relationships with persons inside and outside the City. Supervises the City's Justice Court, the Risk Management Division, the Division of Personnel and Management Services, the Community Events Division and other professional personnel. Assists the CAO in his/her duties of overseeing the operations of the City.

III. Essential Duties

- Works with department heads in planning, organizing, directing, and following through on programs designed to improve operations.
- Meets with various citizens, vendors, attorneys and other professionals and coordinates with various departments to resolve municipal problems and complaints.
- Under the direction of the CAO, represents the interest of the City before federal, state, and county agencies and community organizations.
- Helps Develop policies and procedures designed to facilitate the effective and efficient conduct of governmental business.
- Prepares for and does oral presentations to the Cabinet, City Council, and public.
- Provides supervision to the to the City's Justice Court, the Risk Management Division, the Personnel and Management Services Division, the Community Events Division and other professional personnel in their assigned duties.
- Prepares the annual budgets for the CAO and the Non-Departmental section. Monitors these budgets during the budget year and approves expenditures.
- Under the direction of the CAO, coordinates the efforts of the Budget Committee and the preparation of the Tentative and Final Budget.
- Attends various meetings such as council meetings, board meetings, and community meetings which the CAO is not able to attend.
- Signs certain purchase orders, personnel action forms, credit card receipts, and Council disclosure forms in the absence of the CAO.
- Serves as the Acting CAO in the absence of the CAO.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: A Master's degree in public administration, business management, accounting, or related field.

Experience: Five years of directly related work experience in municipal administration with progressively increasing responsibilities.

Knowledge of: Principles of management, supervision, planning, budgeting, accounting, governmental finance and personnel principles and practices.

Responsibility for: Supervision of the Justice Court, the Risk Management Division, the Division of Personnel and Management Services, the Community Events Division and other professional personnel; working with departments on studies, audits and projects to enhance City performance; Responsibility for the care, condition, use of materials, and making decisions that affect the activities of people.

Communication Skills: Contacts with Departments, furnishing and obtaining information as well as requiring tact and judgement to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires a well developed sense of timing and strategy; constant contact with elected officials and leaders of other organizations.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer, printer, copier, and telephone system.

Analytical Ability: Organize, establish, and delegate meaningful goals; communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict.

VII. Working Conditions:

Considerable exposure to stress and fatigue caused by personal accountability for decisions; balancing multiple conflicting priorities and meeting deadlines; evening work is required to attend meetings and meet deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description